



Elevating
frontline
epidemiology

Open-source analytics:
Training, tools, and support

A nonprofit organization

www.AppliedEpi.org
contact@appliedepi.org

Terms of Reference

July 2025

Epidemiologist

Organisation background

[Applied Epi](http://AppliedEpi.org) is a nonprofit organisation that strives to improve applied epidemiology worldwide by expanding access to practical and high-quality training, technology, support, and community, with an emphasis on low-resource settings. Applied Epi is registered in Maryland, USA, with personnel in over 40 countries. Applied Epi has served hundreds of public health agencies and collaborates with partners such as the World Health Organization, Doctors without Borders, the R Consortium, Github, Training Programs in Epidemiology and Public Health Interventions (TEPHINET), and Field Epidemiology Training Programs (FETPs).

Since 2021, Applied Epi has delivered synchronous R training courses to 2,200 epidemiologists at 400 agencies, including provision of scholarships. Applied Epi produces free resources including the [Epi R Handbook](#) (over 1 million users), a suite of free interactive R tutorials, and the [Applied Epi Community](#) forum. Applied Epi also operates a Support Desk providing code review and analysis support.

The role

This position affords a unique opportunity to build capacity and perform epidemiological analysis projects for public health agencies worldwide, as well as develop cutting-edge technical materials within a vibrant and growing team. The work spans Applied Epi's programmatic pillars. Within the Training pillar, the Epidemiologist delivers courses in R and epidemiological methods and develops resources such as manuals, case studies, and courses; they will also evaluate and implement regular monitoring of our services. Within the Support Pillar, they perform R code review calls and epidemiological analysis projects for public health agencies and NGOs worldwide.

The position

The Epidemiologist is a full-time, remote, contractor position at 100% FTE (40 hours/week). The desired start date is **1 September 2025**. The initial contract term is 1 year. There is a 3-month probation period with a performance review. Travel is expected to be minimal.

Work hours

The Epidemiologist is permitted flexible work hours. Most work is expected to occur during their standard daytime hours, except for occasional teaching shifts or meetings, due to the global nature of Applied Epi's operations.

Duties and Responsibilities

The list and distribution of duties and responsibilities below reflects current expectations. The epidemiologist's tasks may be reallocated or expanded in line with evolving priorities, although will involve epidemiology and/or analytical processes and materials.

1. **Accountability (5%)** - The Epidemiologist reports to the Head of Support, but may be supervised by other Pillar Heads for specific projects. They must abide by and enforce the Applied Epi [Code of Conduct](#).
2. **Evaluate existing services (25%)**
 - a. Contribute to the development and implementation of an evaluation plan for our existing training and support services
 - b. Build R code for regular monitoring of training and support services
3. **Build training resources (40%)**

Under the supervision of the Head of Training:

 - a. Complete the Applied Epidemiology Manual
 - b. Develop new case studies and courses on surveillance, and potentially other topics
4. **Contribute to routine services (30%)**

The Epidemiologist augments the pool of part-time instructors and support technicians. Within their technical ability, they will:

 - a. Deliver training courses in R and epidemiological methods
 - b. Perform Support Desk calls with customers to troubleshoot R code, advise on data pipelines, answer basic statistics and study design questions, and other topics as necessary
 - c. Work individually or in a team to complete extended epidemiological analysis projects for public health agency and NGO customers

Candidate profile

Essential

1. Masters-level degree in public health, epidemiology, or a related discipline
2. 6 years experience with public health and epidemiological practice, including surveillance and outbreak response
3. Demonstrated experience with observational study design
4. Demonstrated expertise in R used for public health practice
5. Expertise in instructing beginner and intermediate audiences with a variety of technical and cultural backgrounds
6. Fluency and clear communication in English (written and spoken)
7. Willingness to work with a flexible schedule and occasionally on weekends

Desirable

1. Graduated or associated with an advanced field epidemiology training programme (FETP) or equivalent
2. Demonstrated experience with monitoring and evaluation projects
3. Experience creating technical training materials for public health audiences
4. Demonstrated experience with complex survey design and implementation
5. Strong understanding of statistics as used in applied epidemiology
6. Comfort using Github or similar
7. Experience building automated reporting pipelines with R
8. Knowledge of other languages frequently used in Applied Epi trainings and services (e.g. French, Spanish, Portuguese)
9. Interest in longer-term employment with Applied Epi (beyond 1 year)
10. In-depth knowledge of Applied Epi's values and mission

Compensation

1. The contractor will track their time and receive US \$45 per hour, paid out every month upon invoice submission. Taxes are the responsibility of the contractor. The expected work week is 40 hours. Maximum anticipated compensation for over the 12-month contract is \$86,400, equivalent to 48 working weeks. Any leave can be taken at the contractor's discretion and will be unpaid regardless of type of leave (personal, sick, holidays). There are no other benefits provided. A transition to employee status may be discussed in early 2026, dependent upon performance and other factors.
2. Location: The candidate must have the right to work in their location. Applied Epi cannot provide visa sponsorship.
3. Opportunities: The contractor can enrol in Applied Epi courses for free and may be offered opportunities to work on emergency responses and deliver in-person training courses, as they arise.

How to apply

The following should be sent to staffing@appliedepi.org by **31 July 2025**.

Applications will be considered on a rolling basis. **Incomplete applications will not be considered.**

- CV
- Cover letter
- Contact details of three references
- A public health-related R code sample (R Markdown or Quarto)

Questions can be addressed to the hiring manager: staffing@appliedepi.org

Applied Epi is committed to recruiting a team that reflects the experiential, geographic, linguistic, and cultural breadth of the global public health workforce. All candidates will be emailed with their application outcome, with short-listed candidates invited to interview.